



## New Hampshire Department of Safety Division of Homeland Security and Emergency Management

### EMPG Quick Reference Guide

#### 2017 EMPG Quick Reference Guide

Current Period of Performance expires 9/30/2018 for FFY 2016 funding

#### Information Needed Before Applying :

- ☐ Online grant application must be completed by someone authorized on behalf of the applying community/agency (fiscal agent for the grant).
- ☐ Read the EMPG Grant Guidance found on the HSEM Resource Center:  
[https://apps.nh.gov/blogs/hsem/?page\\_id=419](https://apps.nh.gov/blogs/hsem/?page_id=419)
- ☐ Screen shot of your community/agency DUNS #'s "**Active**" status on [www.SAM.gov](http://www.SAM.gov) \* For a DUNS # Look up or obtain here: <http://fedgov.dnb.com/webform/index.jsp?source=fedgov>
- ☐ Submit most current Independent Audit Report at the time of application located here:-  
[https://apps.nh.gov/blogs/hsem/?page\\_id=2068](https://apps.nh.gov/blogs/hsem/?page_id=2068)
- ☐ Primary & Secondary Point of Contact and Fiscal/Financial Agent contact information
- ☐ Project Milestones – detailed with estimated time frames for each
- ☐ Detailed Project Description- include a purpose statement and how the project enhances emergency management capabilities for your community/agency
- ☐ Electronic copy of your project quotes/proposals (PDF, JPG, PNG accepted formats) – *will be uploaded into the application.*
- ☐ Explanation as to how quotes/vendors were determined based upon your procurement policies
- ☐ Detailed explanation of soft and/or in-kind match & completed Local Match Accrual Form (ONLY IF NOT USING CASH)
- ☐ Completed Environmental & Historic Preservation (EHP) Review documentation, if applicable. The EHP Screening Form and guidance document/instructions can be found in HSEM's online Resource Center here: [https://apps.nh.gov/blogs/hsem/?page\\_id=419](https://apps.nh.gov/blogs/hsem/?page_id=419) - *will be uploaded in the application.*
- ☐ Completed NIMS Implementation Survey located here:  
[https://apps.nh.gov/blogs/hsem/?page\\_id=638](https://apps.nh.gov/blogs/hsem/?page_id=638)
- ☐ Dates of Local Emergency Operations Plan (LEOP) & All Hazards Mitigation Plan (AHMP)
- ☐ Description of property management system (for equipment purchases only)
- ☐ Assurances: At the end of the application, be prepared to download and sign up to three (3) certifications titled (1) Lobbying; Debarment, Suspension & other Responsibility Matters; and Drug-Free Workplace Requirements; (2) Disclosure of Lobbying Activities Form (only if applicable) and (3) a Non-Construction Assurances Form.

**\*\* Please contact your assigned Field Representative or the EMPG Coordinator at 603-223-3619 for any questions or assistance\*\***